

The Family Health Center is a Federally Qualified Health Center and leading provider of primary healthcare to the medically underserved in Kalamazoo County. We are currently seeking a **Controller**. This position will remain open until filled.

**Summary:** Manages the overall direction, coordination, and evaluation of the Accounting Department. Carries out supervisory responsibilities in accordance with the company policies and applicable laws. Responsibilities include interviewing, hiring, planning, assigning, directing work, rewarding, disciplining employees, performance reviews, and addressing complaints and resolving problems.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Oversees the general accounting functions, accuracy and productivity, including but not limited to, general ledger, accounts payable, cash receipts, financial statements and reporting, provider productivity compensation, cost reports, grants, investments, tax preparation and reporting, and payroll.

Guides financial decisions, protects and maximizes return on financial assets by establishing, monitoring, and enforcing financial policies, procedures, internal controls and reporting systems.

Oversees the daily accounting and financial reporting systems in a manner consistent with generally accepted business practices and Government Auditing Standards.

Prepares and analyzes financial statements, cost reports, grant financial reports and special financial studies as required.

Responsible for financial compliance reporting for federal, state and local grants and monies.

Assists the Chief Financial Officer in the preparation and analysis of budgets.

Monitors and analyzes expenditures throughout the fiscal year to maintain approved budget and understand financial implications.

Participates and/or organizes audits, as well as acts as financial liaison with auditors.

Assists in the development of pertinent financial and utilization reports needed for presentation to the Board of Directors, management team, providers, staff or other groups as necessary.

Represents the Center at professional meetings and conferences as requested.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Undertakes special projects as assigned by the Chief Financial Officer.

Participates as a member of the management team and attends all meetings as required.

Manages members of the general accounting team.

**Education and/or Experience:** Bachelors Degree in Accounting/Finance, or related field from an accredited college or university plus a minimum of five (5) years of direct fiscal management experience; or an equivalent amount of education and experience. Must have the knowledge of the principles of financial management sufficient to direct accounting staff and coordinate all aspects involved with the fiscal requirements of the Center. In addition, must have knowledge of financial and budgetary practices to develop annual budget, analyze financial data and patterns, and prepare financial statements. Prefer candidate to have health care experience, and knowledge of governmental and health care fiscal regulations and reporting requirements.

**Certificates/Licenses:** Masters degree in Accounting/Finance, certification such as CMA/CFM or CPA designation is a plus.

The Family Health Center offers an excellent benefits package which includes medical/dental/vision/life insurance/403(b) retirement savings plan. Total compensation will depend on experience, education, and combination of skills brought to the position. Interested candidates should forward information to:

Family Health Center, Inc.  
Human Resources  
117 W. Paterson Street  
Kalamazoo, MI 49007

Via Email: [humanresources@fhckzoo.com](mailto:humanresources@fhckzoo.com)

Via Fax: (269) 488-8977